

**Crestline Sanitation District
Board of Directors Regular Meeting Minutes
P.O. Box 3395
Crestline, CA 92325-3395
(909) 338- 1751**

Date/Time: July 13, 2017 – 3:00 p.m.

**Place: Crestline Sanitation District Office
24516 Lake Drive
Crestline, CA 92325**

Board of Directors Present:

Matthew Philippe, Chairman
Penny Shubnell, Vice Chairwoman
Ken Nelsen, Director
Sherri Fairbanks, Director
Jack Winsten, Director

Crestline Sanitation District Employees Present:

Rick Dever, General Manager
Ron Scriven, Operations Manager
Dawn Grantham, Accountant/Bookkeeper, Recording Secretary

Others Present:

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy
Brad Welebir, Financial Consultant; R.A.M.S.
Phil Giori, Dudek

Call to Order

The meeting was called to order at 3:00 p.m. by Chairman Philippe and was proceeded by the Pledge of Allegiance.

Approval of Agenda

Director Winsten motioned to approve the Agenda, seconded by Director Fairbanks.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten

NOES: None, ABSENT: None, ABSTAIN: None

Public Comment*

None

**Comments made by members of the public are representative of their views and opinions only. Claims and assertions made during Public Comment are accepted without regard to accuracy and are accepted in accordance with Public Comment rules as outlined in state law. Statements made by the public during Crestline Sanitation District Board of Directors meetings do not necessarily reflect the views or opinions of individual Board of Directors or the council as a whole*

Approval of Consent Calendar

Director Fairbanks motioned to approve the Consent Calendar, seconded by Director Winsten.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Fairbanks, Director Winsten

NOES: None, ABSENT: None, ABSTAIN: Director Nelsen

New Business

Item 3 – Phil Giori of Dudek gave a PowerPoint presentation of what the Master Plan would address and how to take advantage of the current infrastructure. Included will be the steps to sell and reuse the water, goals and objectives, and collection system analysis. The use of past records will help in moving forward with the Plan. Discussion from the Directors to Giori included the plans to reduce I & I, financial resources, and risks. Director Nelsen made a recommendation to authorize the General Manager to contract with Dudek for the preparation of a long term Master Plan. Director Fairbanks seconded the recommendation.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten

NOES: None, ABSENT: None, ABSTAIN: None

Item 4 – The Board of Directors approved the proposal from Smith Marion & Co., LLP to perform the District’s annual audit for 2016-17.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten

NOES: None, ABSENT: None, ABSTAIN: None

Item 5 – A Public Hearing for confirmation of the report of delinquent Sewer Use Charges for FY 2016-17 was opened. Hearing no comments, the Public Hearing was closed.

Item 6 – A Public Hearing for the Establishment and Continuation of Collection of Sewer Standby Charges and Availability Charges for FY 2017-18 was opened. Hearing no comments, the Public Hearing was closed.

Item 7 – The Board of Directors adopted Resolution No. 049, Confirming the Report of Delinquent Sewer Use Charges and Providing for Collection on the 2017-18 Tax Roll and Authorizing the Establishment and Continuation of Sewer Standby and Availability Charges for FY 2017-18.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten

NOES: None, ABSENT: None, ABSTAIN: None

Item 8 – Approval was given to discharge from accountability certain inactive debit balance accounts in the amount of \$3,510.73.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten

NOES: None, ABSENT: None, ABSTAIN: None

Item 9 – Action was taken regarding the CSDA 2017 Board Election. General Manager Dever recommended the nomination of Arlene Schafer due to her experience and knowledge. Director Winsten made the motion to accept the recommendation from Dever and a second by Director Nelsen was given.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten
NOES: None, ABSENT: None, ABSTAIN: None

Financial Consultant Report

Item 10 - June 2017 financials were presented by Brad Welebir, R.A.M.S.

Legal Counsel Report

Item 11 – Steve Kennedy, Legal Counsel, brought a case alert to the attention of the Board. He noted a case between a customer and Ramona Water District. The customer stated the District violated Proposition 218 with the formula use of Equivalent Dwelling Units for billing purposes. Kennedy explained that the case is still on going and would bring updates to the Board as it progresses.

General Manager Report

Item 11 - Report was presented by General Manager Dever.

Las Flores Ranch Committee Report (Ad Hoc)

Item 12 - Chairman Philippe noted a tentative agreement regarding the lawsuit.

Directors Comments

Director Nelsen commented on the performance of jobs by Dever and Grantham.

Director Fairbanks complimented Phil Giori, Dudek, on the presentation, staff on financial savings, and thanked Steve Kennedy for the legal update.

Director Winsten noted that staff makes it easy to be agreeable.

Vice Chairwoman Shubnell agreed with the comments made by the Directors.

Chairman Philippe stated he was anxious to begin the Master Plan with Dudek.

Future Meeting

Regular Meeting August 10, 2017 at 3:00 p.m.

Adjournment

Meeting adjourned 4:20 p.m.

APPROVE: Matthew J. Philippe DATE: 8/10/17

ATTEST: Ken Dever DATE: 8-10-17